

GENERAL FILING INSTRUCTIONS FOR ARIZONA CORPORATIONS

ALL CORPORATIONS, DOMESTIC AND FOREIGN, MUST COMPLY WITH THE FOLLOWING AT THE TIME YOUR DOCUMENTS ARE DELIVERED FOR FILING.

1. **Make sure that the corporate name you are using has been checked with the Commission and is available for use by your corporation.** (Telephone approval is advisory only, but the name may be formally reserved for 120 days for a fee of \$10.00. A foreign corporation may register its name for the same fee.) If you are a holder of a tradename that is identical or non-distinguishable from the proposed name, you will be asked to provide a copy of the tradename certificate or "received" copy of the tradename application. Call our office for details at: (602) 542-3135 in Phoenix or (520) 628-6560 in Tucson.
2. Deliver the original and **one (1) or more exact copies** of the Articles of Incorporation (for domestic corporations) OR Application for Authority (for foreign corporations) to the Commission. Your filed copy will be returned to you when all requirements have been satisfied. Notarization is not required.
3. Statutory Agent **must have a street address** (P.O. Box not accepted), and must be an Arizona resident, a domestic corporation or limited liability company, or foreign corporation or limited liability company authorized to transact business in Arizona.
4. The Certificate of Disclosure **must be signed** and dated within 30 days of delivery to this office by all incorporators of a new corporation, or by any duly authorized officer if a foreign corporation.
5. If the person executing the documents has a power of attorney authorizing him/her to do so, a copy of the **document granting authority must be received**.
6. **Pay the required (U.S.) fees.** Please make check payable to the Arizona Corporation Commission. **Expedited service is available for an additional \$35.00 fee.**

	<u>Regular</u>	<u>Expedited</u>
Arizona Business -	\$60.00	\$95.00
Foreign Business -	\$175.00	\$210.00
Arizona Non-Profit -	\$40.00	\$75.00
Foreign Non-Profit -	\$175.00	\$210.00

7. Advise the Commission in writing of the **fiscal year end date** adopted by the corporation.
8. **AFTER FILING THE ARTICLES OR APPLICATION, THEY MUST BE PUBLISHED.** Within sixty (60) days after filing with the Commission, there must be published in a newspaper of general circulation in the county of the known place of business in Arizona, three (3) consecutive publications of a copy of your APPROVED Articles of Incorporation or Application for Authority. Within ninety (90) days after filing, an Affidavit evidencing the publication must be filed with the Commission.

FOREIGN CORPORATIONS PLEASE NOTE: Pursuant to Article XIV, 8. of the Arizona Constitution and A.R.S. 10-1503.B, all Applications For Authority must be accompanied by a certified copy of your CURRENT articles of incorporation (including all amendments) and a Certificate of Existence (Good Standing), both to be authenticated by the Secretary of State or other official having legal custody of the corporate records in your state, province or country under the laws of which you are incorporated.

ALL CORPORATE DOCUMENTS FILED WITH THE ARIZONA CORPORATION COMMISSION, INCLUDING THE ANNUAL STATEMENT OF FINANCIAL CONDITION, ARE PUBLIC RECORD. AS SUCH, ALL CORPORATE FILES ARE OPEN FOR PUBLIC INSPECTION.